

# City of Derby Police Officer Position Description

*This position contributes to this mission through being responsible for effectively enforcing all federal, state, and local laws resulting in increased protection of life and property.*

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<b>Department:</b>	Police
<b>Status:</b>	Non-Exempt
<b>Supervisor Title:</b>	Police Sergeant ( <i>Patrol</i> )
<b>Direct Reports:</b>	None

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## **ESSENTIAL FUNCTIONS:**

- 1) 55% Responsible for the **protection of life and property**. Tasks may include:
  - Enforce traffic regulations, state laws, and city ordinances. Issue citations for traffic law violations.
  - Respond to crime scenes and search, collect, and identify evidence.
  - Conduct criminal and traffic investigations.
  - Apprehend violators in a safe and constitutional manner following established rules and regulations. Transport detainees to appropriate facilities.
  - Patrol the community routinely and maintain disciplinary control.
  - Assist citizens with personal, family, and social problems. Intervene in domestic disputes.
  - Answer citizen complaints and take necessary action.
  - Investigate suspicious conditions and complaints.
  - Alert citizens of hazardous and dangerous conditions. Direct traffic when needed.
  - Operate motor vehicle on a regular basis.
- 2) 30% Responsible for performing **administrative** duties. Tasks may include:
  - Conduct crime prevention surveys and other activities as needed.
  - Complete all necessary official forms and reports.
  - Prepare cases for successful prosecution.
  - Provide courtroom testimony when necessary.
- 3) 10% Responsible for participating in **training**. Tasks may include:
  - Attend schools and seminars to maintain proficiency and certifications.
  - Participate in training and drill sessions, tests, and evaluations.
- 4) 5% Responsible for participating in **public awareness**.  
(Continually looks for new and improved ways of completing the above functions. Other tasks as assigned will be performed in order to address business needs.)

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## **POSITION REQUIREMENTS:**

**Roles:** This position requires the ability to work independently, work well with others, and perform in a team environment on a daily basis. Negotiation, persuasion, tact, and diplomacy are essential for effectively performing tasks.

**Impact:** Successful completion of work tasks results in reduced liability and improved safety, community satisfaction, and utilization of materials and/or equipment.

**Latitude:** Most duties are assigned and then the employee arranges tasks in order to complete duties. Problem-solving and decision-making involving the protection of life and property is accomplished independently most of the time.

**Interaction:** Frequent interaction with employees throughout the organization, prosecutors, and the general public. Occasional interaction with outside agencies including municipal, county, state, and federal agencies.

**Education:**

- High School Diploma or equivalent, required.
- Some college, preferred.
- Must have satisfied all requirements as set forth in K.S.A. 74-5605 %Qualifications of Applicant (Police Officer) for Training Course Requirements.+
- Must complete 40 hours of continuing education training annually as required.

**Experience:**

- One year of law enforcement experience, preferred.

**Skills:**

- Knowledge of law enforcement techniques and procedures.
- Knowledge of all federal, state, and local ordinances governing police activities.
- Ability to apply intermediate level mathematics skills.
- Ability to operate firearms, patrol vehicles, mobile/portable/base radios, crime scene processing equipment, and all other police related equipment.
- Ability to operate office equipment.
- Ability to access, input, process, and retrieve information from the computer.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.

**Certification/License:**

- Valid Kansas driver's license and a good driving record, required.

**Physical:** Must have the ability to pass and maintain all physical requirements and activities of the law enforcement training center.

**Work Environment:** Exposure to adverse weather conditions, dangerous, and hazardous situations. Apprehension of alleged criminals. Occasional bending, stooping, kneeling, squatting, and twisting. Must be able to work all shifts and any day of the week.

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**EMPLOYEE NAME:**

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**DATE:**

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**EMPLOYEE SIGNATURE:**

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**DATE:**